Registering With and Using Employ Florida (EF)

Step 1: The Registration Process

- Go to www.employflorida.com and click on "Not Registered" located in 2nd box on right side of page
- Then click "Register"
- Then click "Individual"
- You will need to create a user name and password
  - Your password must be at least 8 characters and no longer than 16 and must contain at least one number and one letter – when complete, write it down – you will need it each time you access EFM
- You must complete all required fields. When finished click "Next" to begin entering personal information
- Complete all required fields – then click "Next"
- Complete individual information page, then click "Next"

Step 2: Completing Your Full Registration - Background

- Click "My Portfolio" under the "Quick Menu" box
- Click on "Personal Profile" folder
- Click on the "Background" tab and click on "Start Background Wizard". This step will automatically transfer information to your "Résumé" so that you do not have to enter the information twice.
- There several easy steps, the wizard will walk you through them all, including:
  - Entering your education
  - Training qualifications
  - Work history – enter as much of your work history as possible
  - Entering job type
  - Entering desired occupation(s)
  - Entering desired salary, etc.
  - Click "Finish", Step 2: Your Background Information is complete

Step 3: Completing A Full Registration – Résumé Builder

- Click "Résumé Builder" under the "Quick Menu" box
- Click on "Create New Résumé" (Then Enter Resume Title)
- Select how you want your résumé to be viewed by employers (Select Resume Type)
- Click "Next"
- Complete and review required sections of information
- Click "Save Résumé & Return" OR select "Another Job Seeker Service"

Step 4: To Look for a Job (Job Search)

Click on "Job Search" under the "Quick Menu" box
- You have the option to search by: occupation group, salary, education level, etc.
- Click on the "Job Title Description" you want to apply for
- Follow instructions to Apply for the job(s) you selected

Forgot Your Password? Retrieve it by:

Going to Employflorida.com
Click on Forgot User Name and/or Password – located under the login boxes
Then Click on "Retrieve Both" and fill out all the requested information.

Setting Up Your Virtual Recruiter

- Click on "Job Search" under the "Quick Menu" box (enter any combination of search criteria to narrow search, then click search for results)
- On the Job Search results page scroll toward the bottom of the screen
- Click on "Save Search"
- Complete the required information
- Click on "Save"
- Repeat this process for each different type of job in which you are interested (system will allow you to establish up to 10 alerts)

Completing Your Job Skills Categories

- Click on "My Portfolio" on the left side of tool bar under "Quick Menu" box
- Click on "Self-Assessment Profile" (3rd tab on the right)
- Click on the "Job Skills" tab
- Click on "Edit Job Skills"
- Click on each of the 14 tabs and go through the list for each tab, checking off those skills and abilities you have that are relevant to the type of work you are seeking
- Click on "Save Skills and Continue"
- Click on "Continue" (at the bottom of the page)

Completing Your Personal Skills Categories

- Click on "My Portfolio" on the left side of tool bar under "Quick Menu" box
- Click on "Self-Assessment Profile" (3rd tab on the right)
- Click on the "Personal Skills" tab
- Click on "Edit Personal Skills"
- Click on each of the 6 skill areas and go through the list for each one, checking off those skills and abilities that apply to you
- Click on "Save" (in addition, complete "Work Interests", "Work Values", "Tools and Technology" sections)

Accessing O*Net Codes

- Start at www.careersourcefv.com
- Click on "Job Seekers"
- Under Quick Links, click on "O-Net Online"

Using the Letter Builder

- Click on "Job Seeker Services" on the left hand side tool bar
- Click on "Letter Builder"
- Click on "Create New Letter"
  Click on "Save"

Accessing the Veterans Portal

- On the Employ Florida home page, go to the lower left of the page
- Click on "Employ Florida Vets"